



# USAID | HONDURAS

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Vacancy Announcement USAID FSN No. 12-011

**Position Title:** Chief Accountant (OFM)

**Full Level of Performance:** FSN PSC - 12

**Area of Consideration:** All interested candidates who have the required work and/or residency permits

**Location of Position:** Office of Financial Management (OFM), Tegucigalpa, Honduras

**Starting Date:** November 1, 2012

**Closing Date:** November 14, 2012

**Hours of Work:** Monday through Friday (40 hours per week)

## **BASIC FUNCTION:**

The basic function of this position is to perform the duties of Chief Accountant, which includes the management and supervision of the USAID's accounting and budgeting processes. This position is directly responsible for the integrity of our accounting data, funds control, financial reporting, and petty cash payments

## **MAJOR DUTIES AND RESPONSIBILITIES:**

*This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

**1. Supervises the Mission's Accounting and Voucher sections. 25%** Responsibilities include assigning duties and distribution of workload, making individual and section work assignments, reviewing work for correctness and timeliness, and providing job performance feedback, and completing annual performance evaluations. Duties also include providing the appropriate level of review and technical guidance depending upon the complexity of work involved and the capabilities of the employees, and on-the-job training. Incumbent is also responsible for supervising USAID's Financial and Accounting Management System and accounting data entry functions performed by the Financial Analyst section.

**2. Has direct responsibility for USAID's Financial and Accounting Management System, the main source of financial management and accounting information for the Mission, for the validity and integrity of accounting data entered into the system and reports. 20%** Assures the timeliness of the posting of transactions and the processing of documents. Continually monitors internal controls and operating procedures to insure the validity and integrity of accounting data. Recommends and implements changes in office procedures to improve internal controls. Supervises the maintenance of the Mission's accounting system for accuracy and completeness, including allowance ledgers, accrued expenditure records, disbursement controls and advances. Responsible for the implementation of new systems, guidance and procedures as issued by USAID/Washington. Provides financial management and accounting advice to the Controller on the control, monitoring and reporting of accounting data. This includes analyzing inputs from accounting records processed by the staff to ensure that transactions are allowable under project financial management plans, and that appropriate accounting procedures are being followed, testing of voucher examination and payment procedures, and analysis of account reconciliations to determine the status of obligated funds and the validity of obligations as required under Section 1311 guidance of the Supplemental Appropriations Act of 1955. Ensures that obligations and disbursements do not exceed authorized funding ceilings and that obligations incurred are in compliance with requisite authorization. Analyzes changes in procedures or reporting mechanisms outlined by USAID/Washington or the Controller in order to determine the overall effect on the integrity of accounting data and procedures. Responsible for system security, i.e. access control using internal security procedures. In coordination with the technical experts, direct the evaluation and resolution of system crashes and program logic errors. Performs system and update testing as required.

**3. Provide professional accounting advice and assistance to mission personnel and counterparts regarding financial procedures and requirements of USAID's accounting operations, including compliance with applicable laws, regulations, projects management requirements and obligation concepts. 15%** The incumbent serves in an advisory management capacity to the Mission, and as such administers and performs professional accounting work that relates to the transaction and implementation of the U.S. Government aid programs. Specifically, the incumbent is charged with responsibility for providing reports, information, advice, and assistance to Financial Analysts (FAs), project managers, and Assistance Objective (AO) Teams, with regard to funding and budgeting. This includes participating in the preparation of quarterly pipeline reports, implementation budgets, and other special reports as requested in conjunction with the FAs, which requires extensive review and analysis of data. Furnishes advice and assistance to project officers concerning project implementation by: (1) reviewing contractor financial documents to ensure compliance with Agency regulations; (2) monitoring contract execution documentation to ensure the adequacy of

funding; (3) advising responsible Mission staff when contract termination dates are imminent, and/or are in need of amendment; (3) analyzing proposed contract, grant and cooperative agreement budgets to determine their adequacy, validity and compliance with U.S. Government (USG) regulations and laws; (4) advising on the commitment and obligation of funds, and processing requirements for program documents, and changes required to implement and/or modify ongoing and new programs; (5) ascertaining and developing quarterly project reviews and initiating action to assure the validity of all un-liquidated sub-obligations and actions to de-sub-obligate funds; and (6) interacting with the Program Office and technical divisions to develop annual projections for obligations for the Mission's annual Operating Plan (OP) and the presentation of the Congressional Budget Justification.

**4. Responsible for analyzing, reviewing and determining the adequacy and validity of primary accounting source documents supporting the full range of project activities, from project authorizations through sub-obligations. 10%** Provides funds control for project funded activities, including budgetary allotments, commitments, obligations, sub-commitments and sub-obligations. Ensures that commitment and obligation documents are certified for the availability of funds and recorded in USAID's Financial and Accounting Management System prior to their release for execution. Provides financial management advice on the control, monitoring and reporting of Mission project activities.

**5. Works directly with the Controller on the preparation of the Mission's annual operating expense budget for the OP, a three year projection analysis, including the preparation of supporting tables and other documentation. 10%** Inputs data, and provides analysis and evaluation of actual expenditures versus budgeted amounts throughout the year. Updates budget reports and makes required revisions based on the actual allocations received from USAID/Washington and actual expenditures throughout the year. Prepares reports for the Controller and the Mission Director's Office.

**6. Manages the audit, review and posting of Operating Expense (OE) obligating documents, including contracts, purchase orders, recurring obligations, and travel authorizations. 10%** Responsible for funds control for the Mission's entire annual OE allocation, both dollar and local currency trust funds. Ensures that commitment and obligation documents are certified for availability of funds and recorded in USAID's Financial and Accounting Management System prior to releasing them for execution. Provides financial management on the control, monitoring and reporting of Mission OE funds. Supervises quarterly and on-going 1311 reviews of all outstanding and un-liquidated OE obligations working in coordination with the Executive Office.

**7. Coordinates and prepares timely monthly, quarterly and annual reports for USAID/Washington, including analysis of data to meet technical reporting requirements, including new reporting formats. 5%** Develops special analysis and reports as requested. Performs analytical reviews of accounting data to ensure reports are accurate and completed in a timely manner. This includes working with the FAs on accruals and 1311 reviews of all outstanding and un-liquidated obligations, and the preparation of quarterly accruals for project and operating expense funds. Prepares financial management reports as required by USAID/Washington, Mission Management, and the Government of Honduras (GOH). Conducts analysis and prepares forecasts of obligations and sub-obligations. Responsible for assuring the accuracy and timeliness of all reporting.

**8. Monitors the timeliness of voucher administrative approvals, notification of defects, and payments. 5%** Processes all Intra-governmental Payment and Collection (IPAC) charges, working closely with USAID/Washington, other Missions and US Government entities. Posts adjusting and correcting entries, including journal vouchers.

Manages and coordinates the Office of Financial Management's initiative to reduce the number and occurrence of reconciling items with Treasury. Responsibilities include clearing monthly reconciling items, identifying the causes of such items, and recommending and implementing corrective actions. The incumbent is also responsible for clearing outstanding prior period reconciling items balances. Provides office training to staff on the nature, causes and clearance of reconciling items, including journal entries. Keeps continuous communication with other Missions, Disbursing Office and USAID/Washington staff to reduce outstanding items.

Responsible for the establishment of complete project and Operating Expense files and records to ensure accuracy and completeness of fiscal records and reports. This includes original financial documentation and official records for assigned projects and operating expense documentation, such as Project/Program Papers, Authorizations, Implementation Letters, Grantee/Loan Agreements, Direct and Host Country Contracts, Letters of Commitment, Direct Reimbursement Authorizations, Purchase Orders, Travel Requests and Travel Authorizations, MAARD or GLAAS Requisitions, vouchers certified for payment and all other related documentation.

#### **MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements to be considered for the job):**

**EDUCATION:** Masters degree in accounting, economics, finance, or business administration is required. If the candidate does not have a Master's degree, a Bachelor's degree in a related field combined with an additional 2 years of prior work experience may be substituted.

**EXPERIENCE:** Minimum of seven (7) years of experience in the management of accounting data and information, budgeting, and financial analysis is required. Other direct related experience, particularly working with automated accounting systems as well as prior experience with U.S. Government institutions in the accounting field is highly desirable. Supervisory experience of two (2) to three (3) years is required within the work experience.

**LANGUAGE:** Level IV (fluency) in English and Spanish is required. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas moreover, concepts accurately both verbally and in writing.

**KNOWLEDGE:** Thorough knowledge and understanding of generally accepted accounting principles, theories, practices and terminology. Familiarity with the laws, regulations and procedures governing the accounting system, including financial management guidelines and directives. Comprehensive knowledge of funds control, budgeting and payments is required. A working knowledge of computers and accounting systems is preferred.

**SKILLS AND ABILITIES:** Good communication skills, both oral and written. Analytical and decision making abilities required. The ability to work under pressure, to make sound judgments, and to resolve problems in order to effectively manage the specialized segments of the accounting system and to adequately administer the budgets assigned.

**Additional selection criteria:** The selected applicant will have to satisfy the requirements of a pre-employment medical and security clearances. Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L.733,559.00 to L.1,247,047.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications. This position is available to all interested candidates who have the required work and/or residency permits. This position is located in the Office of Financial Management at USAID/Honduras, Tegucigalpa.

Qualified applicants should submit their **résumé in English** to USAID/Honduras no later than **Wednesday, November 14, 2012**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: [chiefaccountant@usaid.gov](mailto:chiefaccountant@usaid.gov); or by fax to: 2236-7776. Please ensure the application makes reference to the PositionTitle mentioned in this announcement. The following websites are available for additional information: <http://www.usaid.gov/hn/employment.html> or <http://honduras.usembassy.gov/vacancies.html>.

**Leonardo Paredes**  
Acting Executive Officer